Reports -C1

PHILIP MORRIS USA INTER-OFFICE CORRESPONDENCE

120 PARK AVENUE, NEW YORK, NY 10017-5592

TO: Distribution

DATE: January 5, 1994

RECEIVED

JAN 10 1994

R. A. FENNER

FROM: Patricia Sabatino/Sales Administration

SUBJECT: *C.I. REPORT -- FEBRUARY, 1994*

Please send cigarettes from the following cities:

Richmond, Virginia
Washington, DC
New York, New York
Louisville, Kentucky
Charlotte, North Carolina
Atlanta, Georgia
St Louis, Missouri
New Orleans, Louisiana
Dallas, Texas
Chicago, Illinois

These cigarettes should be of **December** manufacture with the exception of the deep discount brands which can be **October, November** or **December**. The deep discount brands are listed on a separate page. Please make your purchase whenever feasible in order to obtain the production needed. However, we need the products to arrive at the Operations Center **no later than January 21, 1994**.

Please send one carton of each brand listed in the attached tables from one jobber located in the above cities. An invoice for each shipment is required by our Finance Department. Accounting code to be charged for the purchase of these cigarettes is 050-6R3-071.

These cigarettes should be forwarded to the following person:

Ms. Brenda Strang
Philip Morris - Operations Center
2000 Bells Road
Gate S, Door 100
Richmond, VA 23234

Please note, if for some reason it is not possible to send these samples by December 23, notify Brenda Strang in Richmond Quality Assurance at (804) 274-2000, extension 3617.

The procedures shown below are to be followed by all persons who purchase cigarettes for this program:

1. Consignment fund monies are to be used for cigarette purchases;
   or
   if the purchase is too large to use consignment fund money, a blank draft is to be issued from the Section Office to pay for the cigarettes.

2. A copy of the invoice must accompany the cigarettes to R&D in Richmond.

3. The sales person is to complete an Expense Voucher and submit the draft stub and copy of the invoice to his/her immediate supervisor for approval.

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4. The supervisor is to send a copy of the invoice to R&D in Richmond and is to send the approved Expense Voucher and draft stub to Marketing Accounting in Richmond.

Thank you in advance for your cooperation in this matter.

Pat

Attachment

DISTRIBUTION:

R. Weisz -DAM
J. Moore - UM
L. Ratliffe - UM
T. Dwyer - RM
J. Ferebee - SAR
B. Harris - DM
B. Bankston - SOM
C. Fitts - AM
P. Kostakos - SAR
B. J. Marshall - AM

A. Berlin - SSD 13
T. Hanson - SSD 21

R. Priddy - SSD 22
L. Jones - SSD 23
T. Johnson - SSD 31
W. Cashion - SSD 32
J. Paddock - SSD 35
G. Salvato - SSD 43
L. Dawson - SSD 44

cc: L. Chambers
G. Eastburn
[redacted]
W. R. Moore
N. Nembhard
R. Gragg
Supervisor - Gate S, Door 100

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